

# Salary Payment

The State of Montana pays employees every two weeks. You will receive your check within 10 business days following the last day of the payroll period. You must submit a time sheet at the end of each pay period. See your supervisor for pay periods and pay dates.

If you have your pay deposited automatically, you will receive a payroll advice form that shows the number of hours worked, gross pay, net pay, and other items such as insurance, tax withholdings, deferred compensation, credit union or union deductions, and charitable contributions. It also shows the amount of annual leave, sick leave, and compensatory time you've earned and used. If you receive a paycheck, this information is included with your check.

There are 26 pay periods in each year. Deductions, such as insurance or credit union payments, are halved each month and deducted from 24 pay periods. During the year, there are two pay periods without these types of deductions.

If you have questions about your pay, contact your agency's payroll technician.